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Dear Sirs,

This memo is in response to your letter referencing the Amended July Quarterly Report (rec'd 9/30/14) for the Friends of Susan Brooks, C00500207.

Your letter indicated that one or more 48-hour notices were not filed. Upon review of my records, I determined this was correct. During the required filing period for the 48-hour notices, deposits were checked on a daily basis and reports filed as necessary. Reports were printed and confirmation from software utilized was relied upon. Two days following the election date a report listing all contributions over the \$1000 limit was printed and compared with printed reports.

However, report filings were not checked with the FEC website. The omitted reports were filed with filing ID of FEC-974776 and FEC-974648. For the November 2014 General Election, an additional procedure was added to review the FEC

website and add the filing ID to each of the reports maintained in campaign files. In addition, a master listing of all contributions over the \$1000 limit for the required period was prepared and filing ID listed providing a quick summary for reference.

Your letter also indicated that a contribution from Federal Express PAC was listed with an incorrect FEC number. This number was corrected and an amended July Report was filed under filing ID FEC-975312.

I believe these actions correct the items addressed in your letter.

During the past twenty years I have worked extensively with SEC compliance and IRS regulations without issue. I respect the regulations and guidelines and make every attempt to adhere to them. I have made a human error and want in no way for this to reflect poorly upon the campaign. The campaign, Susan Brooks and all individuals affiliated with the campaign always strive to follow all regulations. I may be reached at judy@susanbrooksforcongress.com or 317.430.3350 for any additional questions. Thank you.
